

ROLES, RESPONSIBILITY AND AUTHORITY

Region 8 Sustainability & Environmental Management System

SYSTEM PROCEDURE	Last Revision Date: 06/29/2012		
Title: Roles, Responsibility and Authority	File Name: 04 Roles, Resp & Authority "Month-Date Year".doc		

1.0 Purpose

The purpose of this System Procedure is to define the roles, responsibilities and authorities of Region 8 GSA, Public Buildings Service (PBS) for implementing and maintaining the Sustainability & Environmental Management System (SEMS).

2.0 Scope

This System Procedure:

- Outlines and describes the roles, responsibilities and authority for the GSA Region 8 SEMS
- List the principal parties and teams responsible for the design, implementation and maintenance of this SEMS.

This procedure applies to GSA personnel and their contractors in Region 8.

3.0 Forms Used

- GSA Region 8 SEMS Task and Responsibilities Flowchart
- GSA Region 8 SEMS Organizational Responsibilities Roster

4.0 Acronyms, Abbreviations and Definitions

<u>Environmental Management Representative (EMR)</u>: A designated GSA Region 8 government employee given authority to ensure that the SEMS is maintained and who reports on the performance of the SEMS to the executive administration.

<u>Environmental Management System (EMS)</u>: Processes and practices to reduce the organization's potential impact on the environment and to increase day-to-day operating efficiency.

Environmental Program Manager: An individual who work on a single sustainability and/or environmental issue (e.g. air emissions, construction waste, energy usage, stormwater management, waste stream management and recycling, water usage).

<u>Sustainability</u>: Conserving and managing existing resources in a more efficient manner. The ability to provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves.

<u>Sustainability & Environmental Management System (SEMS)</u>: The concurring processes of implementing an EMS and achieving Sustainability.

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Region 8 Sustainability & Environmental Management System

5.0 Procedure

- 5.1 The Region 8 GSA Board of Directors selects an SEMS Board of Directors' Champion who reports to the Board of Directors and the Assistant Regional Administrator.
- 5.2 The SEMS Board of Directors' Champion appoints an Environmental Management Representative (EMR) who is responsible for overseeing the establishment, implementation and maintenance of the SEMS in accordance with the ISO 14001:2004. The EMR reports to the Directors on the performance of the SEMS for review, including recommendations for improvement. EMRs have been identified for Region 8 and for the Denver Federal Center.
- 5.3 The Region 8 GSA Business Leadership Council (BLC) selects SEMS Champions from each Service Center and Business Line who serve as the link between the tactical and operational levels of the organization. GSA strives for consistency and a regional focus when it comes to staffing issues, budget issues, succession planning and a myriad of other operational issues.

The GSA Board of Directors, BLC and EMR ensure the availability of resources essential to establish, implement, maintain and improve the EMS. Resources include, but are not limited to, human resources, including those with specialized skills, organizational infrastructure, communications support, technology and financial resources.

- 5.4 The EMR creates an SEMS Core Team, led by a Project Manager, also referred to as an Environmental Coordinator. This team is responsible for day-to-day SEMS implementation and maintenance, including, but not limited to:
 - Communicating the GSA Environmental Policy,
 - Maintaining and controlling SEMS documents and records (e.g. legal; significant aspects determinations; System Procedures; Environmental Management Program (EMP) Plans and Environmental Procedures [known as Operational Controls in ISO 14001:2004]),
 - Conducting SEMS awareness training,
 - Communicating SEMS changes and updates, and
 - Coordinating SEMS internal audits.

Roles and responsibilities pertaining to the SEMS are communicated throughout GSA by the EMR, per System Procedure Document: Communications.

5.5 The EMR and Project Manager enlist qualified personnel as Environmental

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Program Managers to lead and assist their respective programs.

- 5.6 The SEMS Core Team and additional personnel (e.g. Project Managers, Building Managers, Environmental Program Managers) assess Building and Business Activities, at least annually.
- 5.7 The SEMS Core Team and Environmental Program Managers are responsible for verifying significant environmental aspects, establishing objectives, targets and environmental management programs, developing Environmental Procedures, maintaining SEMS records and instituting corrective and preventive actions for non-conformances.
- 5.8 GSA Contracting, with the aid of the Contract Language Support Team ensures that when new contracts are awarded, language from the SEMS Environmental Procedures is contained in the specifications, in order to control significant environmental aspects and limit environmental impacts associated with their activities.

Property and Building Managers, the SEMS Core Team and/or Environmental Program Managers train Contracting Officers Representatives (CORs) in SEMS Awareness and the Environmental Procedures relevant to their role, so that they may effectively monitor their contractors' environmental compliance.

- 5.9 The GSA CORs monitor the work of contractors to insure that contractors adhere to GSA Environmental Procedures. The CORs periodically document contractor's performance, as required.
- 5.10 The EMR and the SEMS Project Manager or designee prepares a Management Review presentation at the completion of an EMS Plan-Do-Act-Check Cycle. The EMR and SEMS Core Team briefs the SEMS Board of Directors' and BLC Champions as to the status of the SEMS.

6.0 Records Management

The SEMS Project Manager is responsible for maintaining the list of GSA personnel who have SEMS roles and responsibilities defined in this procedure.

7.0 References

- GSA Region 8 SEMS System Procedure Document: Communications
- ISO 14001:2004, "Environmental management systems Requirements with guidance for use"
 - o subclause 4.4.1 and A.4.1 "Resources, Roles, Responsibility and Authority"



8.0 Appendices

Attachment A: GSA Region 8 SEMS Task and Responsibility Flowchart **Attachment B:** GSA Region 8 SEMS Organizational Responsibilities Roster

Document Control Information:	Approved & Dated:		
04 Roles, Resp & Authority "Month-Date Year".doc	RJM 07/02/2012		

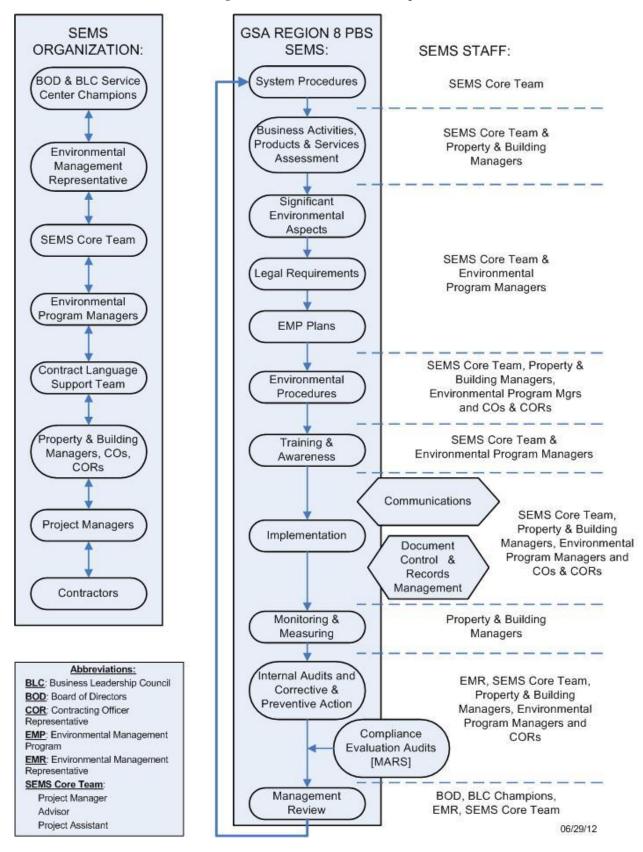
Document Revision and Update:						
Revision Date	Nature of Revision	Revision made by:				
09/02/2004	Original	GSA Central Office, GSA DFC, et.al.				
06/15/2007	Update	Erik Petrovskis				
09/14/2007	Update – Site Specific Information	Sue Grant, Robert Melvin				
	added					
01/18/2008	Update – Site Specific Information	Robert Melvin, Sue Grant				
	[response to audit]	[addressed and incorporated Erik Petrovskis,				
		Ph.D, P.E. review comments]				
03/10/2008	Format update	Robert Melvin				
06/29/2012	Revised terms to Core Team,	Erik Petrovskis				
	Environmental Program Managers,					
	5.9, deleted 5.11 (Annual Report),					
	EMRs for R8 and DFC.					



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ATTACHMENT A: GSA Region 8 SEMS Task and Responsibilities Flowchart



ATTACHMENT B: GSA Region 8 SEMS Organizational Responsibilities Roster

GSA Regio	-	RESPONSIBILIT ability & Enviro			
		istration - Organiza	tional Role	S	
Office of the Adm	ninistrator - W	ashington DC			
TITLE		PERSON	PHC	NE	E-MAIL
	strative Office	- Rocky Mountain Re			E MAN
TITLE		PERSON	PHC	<u>ONE</u>	E-MAIL
Region & Public B	Ruildings Servi	ce Board of Director	s.		
TITLE	oundings betvi	PERSON	PHC	NE	E-MAIL
TITLE		LINGOI	1110	11,2	
Region 8 Business	s Leadership C	Council			
TITLE		PERSON	PHONE		E-MAIL
Action Team Cha	mpions (Leads	The state of the s			
TITLE		PERSON	PHONE		E-MAIL
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Region 8 Sustair	nability & EN		DITO	NIC	ЕМАН
TITLE		PERSON	PHONE		E-MAIL
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Document Rev	vision and Up	odate:			
Revision Date	Nature of 1	Revision	Revision	made by:	
	Original				
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Page 1 of 1

GSA R8 SEMS Roles, Responsibility & Authority

Rev.: 10/22/2007

	Last Revision Date:		
SYSTEM PROCEDURE	06/29/2012		
Title:	File Name:		
Training and Awareness	08 Training "Month-Date Year".doc		

1.0 Purpose

This System Procedure defines GSA's training program for achieving sustainability objectives and conformance with environmental procedures of the Region 8 GSA Sustainability & Environmental Management System (SEMS).

2.0 Scope

This System Procedure describes training of GSA staff, employees and contractors who carry out or oversee GSA activities and programs to conform to the GSA SEMS. This training emphasizes:

- The importance of conformance with GSA Environmental Policy and the environmental procedures in relation to the requirements of the SEMS;
- The related significant environmental aspects, actual or potential impact associated with the work of GSA personnel and contractors, and the environmental benefits of personal performance;
- Roles and responsibilities in achieving conformity with the requirements of the SEMS;
- The potential consequences of departure from procedures and awareness for roles;
 and
- Responsibilities associated with GSA Environmental Policy, significant environmental aspects, objectives and targets, emergency preparedness and response.

3.0 Forms Used

Training Needs Matrix Form

4.0 Acronyms, Abbreviations and Definitions

<u>Competency</u>: Requires that personnel are:

- Qualified, capable and/or fit to perform a job function, with the safety requirements and performance parameters of that job. This competency can be obtained from any or all of the following: knowledge, skills, training and/or work experience. GSA Associates are deemed to be competent in their positions by meeting job classification requirements established by Human Resources.
- Conformant with SEMS procedures.

<u>Environmental Procedures</u>: Operational procedures referred to as Operational Controls in ISO 14001:2004.

5.0 Procedure

5.1 The SEMS Project Manager or designee reviews the legal requirements and information contained within the "Environmental Legal and Other Requirements Summary Form".

The SEMS Project Manager or designee reviews the requirements contained in the Environmental Procedures, referred to as "Operational Controls" in ISO 14001.

This review process identifies:

- Environmental procedural training for personnel to comply with job requirements,
- Regulatory training requirements (e.g. 29 CFR 1910.120) and
- Frequency for both initial and periodic training.
- 5.2 The SEMS Project Manager or designee completes the "*Training Needs Matrix*" spreadsheet that identifies participants by job title and/or within each functional area and training requirements. The training elements are:
 - General SEMS awareness training
 - Relevant environmental procedures
- 5.3 GSA Management determines the level of experience, competence and training necessary to ensure the capability of personnel carrying out their job assignment. Awareness, knowledge, understanding and competence may be obtained or improved through training, education or work experience.
- 5.4 Internal or external trainers delivering training should be competent based on education, training, knowledge, skills and experience in the subject area.
- 5.5 The SEMS Project Manager, Environmental Program Managers or designees train staff and contractor representatives in:
 - General SEMS awareness training:
 - o GSA Environmental Policy and relevant Executive Orders
 - Significant environmental aspects and related actual or potential impacts associated with their work
 - Relevant environmental procedures:
 - o Environmental benefits of improved personal performance
 - o Roles and responsibilities
 - o Consequences of departure from relevant procedures
- 5.6 Region 8 maintains the following training program records:
 - Documentation of each training session, including course name, date(s) of training, names of trainers and names of trainees on sign-in-sheets;
 - Training agenda and handouts; and

- Any summative (post course) assessment and course evaluation data.
- 5.7 GSA Management ensures that job functions requiring certification or licensing are filled by staff, employees and contractors with the necessary qualifications, including follow-up re-certification or re-licensing:

GSA employees: GSA Human Resources Department and Office of Personnel Management, maintain these records.

GSA contractors: Personnel files documenting education, training and experience are retained by the employer, the contractor.

This information is furnished to GSA during the solicitation and/or pre-award phase of contracting by GSA.

Records detailing specific training requirements associated with SEMS are maintained by the SEMS Project Team.

6.0 Records Management

- Completed "Training Needs Matrix" form, located on the GSA Region 8 internal Environmental Programs Group, network drive.
- Training records

7.0 References

- GSA Region 8 SEMS System Procedure Document: Roles, Responsibility and Authority
- ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"
 - o subclause 4.4.2 and A.4.2 "Competence, Training and Awareness"

8.0 Appendices

Attachment A: *Training Needs Matrix Form (Example)*

Document Control Information:	Approved & Dated:				
08 Training "Month-Date Year".doc	RJM 07/02/2012				

Document Revision and Update:						
Revision Date	Nature of Revision	Revision made by:				
09/04/2004	Original	GSA Central Office, GSA DFC, et.al.				
06/15/2007	Update	Erik Petrovskis				
01/29/2008	Update - Site Specific	Robert Melvin, Sue Grant				
	Information [response to audit]					
03/10/2008	03/06/2008 Review comments	Robert Melvin				
	[Erik Petrovskis, Ph.D, P.E]					
06/29/2012	Minor edits	Erik Petrovskis				

Attachment A: *Training Needs Matrix Form (Example)*

]			REGULATORY TRAINING			EMS TRAINING				P	VIRON EDURE		G
	BUSINESS AREA/JOB TITLE	RCRA [40 CFR 260-265; EPA 530-K]	HAZCOM [29 CFR 1910.120]	Asbestos Awareness [29 CFR 1910.1001]	HAZMAT Transportation [49 CFR 172.704]	EMS General Awareness ¹	Document Control ²	EMS Audit ²	Corrective and Preventive Action ²	System Procedures ³		ose Proeded f	or day	
	Property Management				(Check	appr	opriate	e boxe	s for T	rainin	g)			
	Property Manager													
	Building Manager													
	Project Manager													
	Assistant													
			1				1	ı	ı		ı			
	Contracting Officer													
	Contracting Officer													
	Representative													
	Contractors													
	Region-Transportation													
	Coordinator													
JOB CATEGORIES	Customer Service													
)R	Specialist													
95	Quality Assurance													
TE	Inspector													
\mathbf{C}^{A}	Maintenance													
ОВ	Supervisor Maintenance													
J	Personnel													
	Safety Officer													
	Surety Officer	1												
	Property Development													
	Real Estate Specialist													
	Asbestos Coordinator													
	Environmental Program	m Gro	up				I							
	Scientist/Engineer													
	Contractor													
	Industrial Hygienist													
	Green Purchasing													
	Representative]							

¹GSA Associates receive this training.

²EMS Action Team Leaders receive this training

³EMS implementation Team receives this training

SYSTEM PROCEDURE		Last Revision Date: 06/29/2012		
Title:	Communications	File Name: 07 Communications "Month-Date Year".doc		

1.0 Purpose

The purpose of this System Procedure is to ensure the effective management of both internal and external communications with interested parties, relating to the GSA Region 8 Sustainability and Environmental Management System (SEMS).

Effective communications are essential for coordinating the implementation of procedures and programs to fulfill the GSA Environmental Policy commitments and to achieve the objectives and targets of the GSA. It is essential that this SEMS information is communicated both internally and externally, to provide GSA personnel, contractors, and other interested parties with information about its' significant environmental aspects, EMS reviews and audits, progress and other components of the SEMS.

2.0 Scope

The GSA manages properties leased to government agencies. Internal and external communications provide input for formulation, as well as dissemination of information relevant to the SEMS. Good communication is essential for coordinating the smooth execution of procedures and programs to fulfill the environmental policy and to achieve the objectives and targets. It is essential that GSA's SEMS is communicated both internally and externally to provide information about its significant environmental aspects, EMS reviews and audits, and other elements of the EMS. This applies to all GSA personnel and contractors working in Region 8.

3.0 Forms Used

Some communication needs to be documented. This may be in the form of an e-mail, a letter or memorandum. The GSA Region 8 SEMS does not use a Communications Log form to track communications.

4.0 Acronyms, Abbreviations and Definitions

<u>External Communications</u>: communications to and from external interested parties (e.g. tenants, regulators, community stakeholders) pertaining to environmental issues or concerns.

<u>Interested Party</u>: Person or group (e.g. stakeholders such as the surrounding community, suppliers, customers, environmental groups) concerned with or affected by the environmental performance of the agency.

<u>Internal Communications</u>: communications to and from all GSA personnel and contractors at GSA owned or leased buildings or facilities pertaining to environmental issues or concerns.

<u>Relevant Communications</u>: those verbal or written inquiries deemed appropriate for response based on agency policy and concern for confidentiality.

5.0 Procedure

5.1 Internal Communications

5.1.1 GSA Regional Management (e.g. Directors, Environmental Management Representative (EMR), Property and Building Managers) ensures that the GSA Environmental Policy, significant aspects, objectives and targets, management programs, and other elements of the SEMS are communicated verbally and in written format to GSA personnel and contractors, at the various levels. This communication is an ongoing process for effective implementation.

Roles and responsibilities for environmental management are outlined in GSA Region 8 SEMS System Procedure Document: Roles, Responsibility and Authority.

- 5.1.2 Policies, objectives and targets, organizational roles and responsibilities, regional environmental performance, and revisions to Environmental Procedures, known as Operational Controls in ISO 14001 are regularly communicated to regional associates and managers through the GSA website, newsletters, memoranda, staff meetings and other mechanisms.
- 5.1.3 Individual responsibilities, performance targets, and training requirements are communicated by the responsible GSA Manager at appropriate intervals.
- 5.1.4 It is the responsibility of GSA personnel and contractors to inform their supervisor of environmental and health/safety issues or concerns (e.g. faulty or unsafe process, spills, suggested improvements to the process, etc.). If necessary, a Corrective and Preventive Action Request (CAR) is submitted as per GSA Region 8 SEMS System Procedure Document: Corrective and Preventive Action.

GSA personnel and contractors communicate opportunities for SEMS improvement to the SEMS Core Team. The SEMS EMR or Project Manager will receive and respond to employee concerns that arise during day-to-day operations and other major issues brought to the team's attention.

5.2 External Communications

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- 5.2.1 Inquiries and other communications (e.g. mail, e-mails, fax, telephone or in person) from external parties concerning GSA's SEMS or environmental aspects will be forwarded to the EMR. GSA does not intend to communicate externally about its significant environmental aspects. However, if GSA does receive an external inquiry, the request will be taken under advisement.
- 5.2.2 Based on the nature and subject matter of an inquiry, the EMR will either respond to or designate an appropriate or responsible individual to respond to each relevant communication. The EMR or designee will ensure that:
 - Accurate information is sent to external parties,
 - Released information has been appropriately reviewed,
 - Information is delivered by qualified personnel, and
 - If needed, a Corrective & Preventive Action Request is initiated.
- 5.2.3 The EMR will communicate inquires received and the response to the inquiry to the SEMS Project Manager. The SEMS Project Manager or designee will maintain correspondence files.
- 5.2.4 Inquiries and correspondence from regulatory agencies regarding GSA regional environmental compliance or concerns are documented and directed to the designated regional environmental manager or legal counsel according to existing regional procedures. Responses to regulatory agencies are reviewed by regional counsel and/or management prior to release.
- 5.2.5 Proactive communication with the surrounding community and its representatives is highly encouraged. GSA personnel are encouraged to establish and maintain a dialog with the communities in which they operate, taking into consideration the views and informational needs of all interested parties. This includes:
 - Conducting open houses and public meetings,
 - Publishing and delivering newsletters, and
 - Reaching out to community stakeholders at periodic intervals.

6.0 Records Management

Records are processed and retained as outlined in the GSA System Procedure, Document Control and Records Management procedure.

7.0 References

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- GSA Region 8 SEMS System Procedure Document: Corrective and Preventive Action
- GSA Region 8 SEMS System Procedure Document: Document Control and Records

Management

• ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"

o subclause 4.4.3 and A.4.3 "Communication"

8.0 Appendices

Attachment A: *Internal Communications to ensure SEMS Compliance* **Attachment B:** *External Communications to ensure SEMS Compliance*

Document Control Information:	Approved & Dated:			
07 Communications "Month-Date Year".doc	RJM 07/02/2012			

Document Revision and Update:						
Revision Date	Nature of Revision	Revision made by:				
09/04/2004	Original	GSA Central Office, GSA DFC, et.al.				
06/15/2007	Update	Erik Petrovskis				
01/17/2008	Update - Site Specific	Robert Melvin, Sue Grant				
	Information [response to audit]	[addressed and incorporated Erik Petrovskis, Ph.D,				
		P.E. review comments]				
03/10/2008	Format update	Robert Melvin				
06/29/2012	Minor edits	Erik Petrovskis				

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ATTACHMENT A: Internal Communications to ensure SEMS Compliance

Type of Communications	Responsible Party	Frequency
Business & Operations:		
GSA Policy documents and directives	Administrator, Deputy Administrator, Regional Administrator, Board of Directors	As deemed necessary by GSA Central Office in Washington D.C.
Environmental Procedure and updates	SEMS Project Team, Action Teams	As needed and reviewed annually
Emergency Planning	GSA Management	As needed and reviewed annually
Contracts (Inclusion of SEMS requirements)	Contracting Officers,	At the start of new or reissued contracts
Special Use Permit (e.g. Dig Permits)	Environmental Programs Group	As needed (e.g. construction projects, emergencies)
Training:		
SEMS Awareness	SEMS Project Team	As needed and reviewed annually
Environmental Procedure and updates	SEMS Project Team, Action Teams	As needed and reviewed annually
Training via intranet site	SEMS Project Team, IT Team	As needed
Outreach & Informational Programs:		
Newsletters	SEMS Project Team	As needed
Posters on bulletin boards in buildings	SEMS Project Team,	As needed (e.g. new
occupied by GSA	Building Managers	information, updates)
Pamphlets, flyers	SEMS Project Team	As needed
Events (e.g. Earth Day)	SEMS Project Team	As opportunities present themselves
Website: Intranet information site	IT Team	As needed
Website: Internet information site	SEMS Project Team, IT Team	As needed; Review every 6 months
SEMS Assessments:		
Corrective & Preventive Action Request (CAR)	SEMS Project Manager	As needed
Management Review	SEMS Project Team	At the end of each SEMS cycle
SEMS Annual Report	SEMS Project Team	Annually

Communications may take the form of: •Face to face discussion, •Telephone calls •Tele or videoconferencing •Emails •Fax or Fax Presses •Written memorandum

ATTACHMENT B: External Communications to ensure SEMS Compliance

Type of Communications	Responsible Party	Frequency
Outreach & Informational Programs:		
Newsletters (e.g. to announce	Environmental Programs	As needed
monitoring results and corrective	Group	
actions)		
Posters on bulletin boards in buildings	SEMS Project Team,	As needed
occupied by GSA	Building Managers	
Pamphlets, flyers	SEMS Project Team	As needed
Public Relation Events (e.g. Earth Day,	SEMS Project Team	As opportunities
Take Your Child to Work Day)		present themselves
Website: Internet information site	SEMS Project Team, IT	As needed; Review
	Team	every 6 months
Community Meetings (e.g. Master	GSA Management,	As needed
Plan, Site Remediation updates)	Environmental Programs	
	Group	
News Releases	Regional Administrator,	As needed
	Public Relations	

Communications may take the form of: •Face to face discussion, •Telephone calls •Tele or videoconferencing •Emails •Fax or Fax Presses •Written memorandum



Region 8 Sustainability & Environmental Management System

SYSTEM PROCEDURE	Last Revision Date: 06/29/2012
Title: Document Control and Records Management	File Name: 09 DocControl & Rec Mgmt "Month-Date Year".doc

1.0 Purpose

The purpose of 'Document Control' is to ensure that GSA creates and maintains documents in a manner sufficient to implement the Sustainability & Environmental Management System (SEMS). The purpose of 'Records Management' is to systematically retain and dispose of records (i.e., hardcopy and electronic).

"The primary focus of organizations should be on effective implementation of the environmental management system and on environmental performance, not on a complex document control system." (ISO 14001:2004, subclause A.4.5 Control of Documents)

2.0 Scope

This System Procedure provides a process to create, review, distribute and implement the documents that describe and control the GSA's SEMS. This applies to all GSA personnel and contractors working in Region 8.

3.0 Forms Used

Documents and Records Summary form

4.0 Acronyms, Abbreviations and Definitions

<u>Document</u>: Information placed on a 'medium'. Examples of documents include:

- statements of policy, objectives and targets,
- information on significant environmental aspects,
- internal and external standards,
- site emergency plans,

- procedures.
- process information,
- organizational charts,
- records.

<u>Document Control</u>: A system of managing, distributing and controlling documents.

Documentation: Collection of documents.

<u>Environmental Procedures</u>: **processes and procedures** for ensuring that operations and activities do not deviate from specified conditions and performance standards or violate regulatory compliance limits. Environmental Procedures include specific operating criteria or specifications for equipment maintenance, pollution control equipment and production processes that must be managed within specified parameters to achieve desired results.

<u>Medium</u>: The physical material, container, and / or carrier in or on which information is recorded (i.e., paper, magnetic, electronic, optical computer disc, photographic or a combination thereof).

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Record: A document that states results achieved or provides evidence of activities performed.

<u>Records Management</u>: The practice of identifying, classifying, archiving and controlled destroying of records, regardless of media format.

System Procedure: The guidelines of the SEMS Manual of how to implement the SEMS.

5.0 Procedure

5.1 <u>Identify and Manage Information</u>

The GSA Region 8 SEMS Core Team ensures that it identifies and actively manages information that is important to:

- Maintain legal compliance,
- Uphold GSA Environmental Policy and
- Attain GSA National and Regional objectives and targets.

Types of environmentally related information that may require management include, but are not limited to, the following:

- Statutes, regulations, permits and Executive Orders
- GSA commitments, procedures and guidance, and Memoranda of Understanding or Agreements
- Elements of the Region 8 SEMS
- Business activities, roles and responsibilities of GSA and tenants

GSA is responsible for the buildings that GSA leases and owns. Activities carried out by the tenants are the responsibility of the tenants. Sustainability goals of tenant agencies are independent of GSA, unless the tenant agency and GSA come to an agreement.

- · Reports and outreach programs, and
- Information generated by environmental and sustainability programs (e.g., routine reports and audits).

5.2 <u>Implement and Maintain Document Control</u>

The GSA Region 8, SEMS Core Team has established, implemented and is maintaining this 'Document Control' procedure to ensure the effective planning, operation and control of processes that pertain to GSA's SEMS, as per ISO 14001:2004.

Documents include, but are not limited to:

• Business Activities, Products &	 System Procedures 	
Services List		
• Significant Activities, Products &	Environmental Management	
Services List	Program (EMP) Plans	



Region 8 Sustainability & Environmental Management System

Significant Environmental Aspects List	 Environmental Procedures "Operational Controls"
Legal, regulatory, policy and standards	 Emergency Preparedness and Response Plan

Documents originally created for purposes other than the SEMS may be incorporated into the program.

To track document revision, all GSA Region 8 SEMS procedures and plans being created or undergoing revision requires a "Controlled Document Footer" placed on the final page of the body of the text; prior to Attachments. (1)

An Example of the "Controlled Document Footer":

Document Control Information:	Approved & Dated:
"Unique Document Computer File Name"	John Doe 01/15/2008

Document Revision and Update:		
Revision Date	Nature of Revision	Revision made by:
09/02/2004	Original	GSA Central Office, GSA DFC, et.al.
06/15/2007	Update	John Smith
09/14/2007	Update - Site Specific	Jane Smith
	Information	

This "Controlled Document Footer" identifies:

- The nature of the revision (e.g. updates),
- That the document has been approved after being reviewed by the SEMS Project Manager or Environmental Management Representative (EMR), and
- Revision date.

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A "Controlled Document Header" is only used to identify the SEMS Manual System Procedures, to differentiate from Environmental Procedures:

CVCTEM DDOCEDIDE	Last Revision Date:	
SYSTEM PROCEDURE	03/10/2008	
Title:	File Name:	
System Procedure Title	System Procedure File Name "Month-Date Year".doc	

For plans and procedures, each page has a footer that shows the date of the last revision and the page number. The name in the footer for these documents represents the name of the plan or the type of procedure (i.e. GSA SEMS System Procedure).

On GSA SEMS forms (e.g. GSA EMP Planning Form, GSA Corrective & Preventive Action Request Form), the footer on each page shows the last date the

⁽¹⁾ This process began in the Fall of 2007 and is ongoing. As older procedures and plans are updated, the revised documents have the "Controlled Document Footer" added.

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form template was revised, not when the form was filled. The footer also shows the name of the form.

Documents may specify which Region 8 business areas, functions, and/or individuals are expected to comply, use and have access to them, as well as their respective roles.

Documents should be reviewed annually and revised or removed as needed. The SEMS Project Manager and Environmental Program Managers are responsible for approving the accuracy and adequacy of documents.

5.3 Maintain Records

The GSA Region 8 SEMS Project Team has established, implemented and is maintaining this 'Records Maintenance' procedure, as per ISO 14001:2004 to demonstrate conformity to the requirements and results achieved by GSA's SEMS.

Environmental records may include:

Environmental records may merade.	
Significant environmental aspects records	Monitoring & Measuring records
Records of applicable legal requirements	Environmental performance information
Legal compliance records	Incident reports
Records of environmental meetings	Emergency preparedness test records
Training Documentation and Records	• Communications
Inspection maintenance and calibration records	Pertinent contractor and supplier records
Audit results	Management review results
Corrective & Preventive Action Request Records	

(Source: ISO 14001:2004, subclause A.5.4 Control of records)

SEMS Region 8 GSA 'Records Maintenance' procedure:

REQUIREMENT	PROCEDURE		
Identification	Documents bear a unique name and revision date.		
Storage	Documents are maintained in electronic form on the GSA		
	Region 8 server. Paper copies are maintained in the		
	SEMS Project Manager's office.		
Protection	GSA Information Technology Services has safe guards in		
	place to protect the computer mainframe. Backups occur		
	on a predetermined schedule. Documents are protected		



REQUIREMENT	PROCEDURE
	from misuse and loss. Confidential information is protected and assessed prior to any release.
Retrieval	GSA Region 8 SEMS documents (current versions) are accessible through the GSA Portal web page [www.gsa.gov/sems], internal GSA web site [r8insite] and the GSA Region 8 shared server. Data can be stored on the GSA Region 8 server.
Retention	Records and documents are retained and accessible as long as they remain current and relevant.
Disposal of records	Documents that become obsolete are removed from active computer folders and web sites. Obsolete documents are achieved in folders named "Obsolete".

The SEMS Core Team, Environmental Program Managers, and Building and Property Managers ensure that:

- Records can be located,
- Records are legible, identifiable and traceable, and
- They are protected from misuse, loss or damage.

5.4 <u>Documents and Records Summary</u>

The SEMS Core Team maintains a Documents and Records Summary that identifies SEMS documents and records (locations and retention times). Records beyond their retention times are disposed.

6.0 Records Management

A form used to track 'Controlled Documents'.

7.0 References

- ISO 14001:2004, "Environmental management systems Requirements with guidance for use"
 - o subclause 4.4.4 and A.4.4 "Documentation"
 - o subclause 4.4.5 and A.4.5 "Control of Documents"
 - o subclause 4.5.4 and A.5.4 "Control of Records"

8.0 Appendices

Attachment A: *Documents and Records Summary* form

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Region 8 Sustainability & Environmental Management System

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09/02/2004	Original	GSA Central Office, GSA DFC, et.al.	
06/15/2007	Update	Erik Petrovskis	
09/14/2007	Update – Site Specific Information	Sue Grant, Robert Melvin	
01/29/2008	Update – Site Specific Information	Robert Melvin	
	[response to audit]		
03/10/2008	03/06/2008 Review comments [Erik	Robert Melvin	
	Petrovskis, Ph.D, P.E] Format		
	update – Explanation of Header for		
	System Procedure added.		
06/29/2012	Minor edits	Erik Petrovskis	



Region 8 Sustainability & Environmental Management System

Attachment A: Documents and Records Summary form

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DOCUMENTS AND RECORDS SUMMARY

Region 8 Sustainability & Environmental Management System

	Last Update	Approved By:
l Procedures		
	Last Update	Approved By:
	Last Update	Approved By:
	Location	Retention Tim
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	Location	Retention Tim
	Location	Retention Tin
	Procedures	Procedures Last Update

- (1) Document types are listed in Section 5.2.
- (2) Record types are listed in Section 5.3.



Region 8 Sustainability & Environmental Management System

SYSTEM PROCEDURE	Last Revision Date: 06/29/2012	
Title: Environmental Procedures	File Name: 06 EnvProcedures "Month-Date Year".doc	

1.0 Purpose

This System Procedure defines the process used to establish, develop, implement and maintain GSA Region 8 Environmental Procedures, for those activities that have been identified as having a Significant Environmental Aspect. At GSA "Environmental Procedures" are ISO 14001:2004 "Operational Controls" as per clause 4.4.6.

2.0 Scope

"Environmental Procedures" are procedures:

- To assure compliance with state, federal and local regulations.
- To comply with Executive Orders.
- Required for each Significant Environmental Aspect identified by GSA.
- To provide the means, to achieve the Objectives and Targets of the Environmental Management Program (EMP) Plans.
- To conform to the GSA Environmental Policy.
- To provide direction on day-to-day operations,
- To reduce adverse impacts to the environment.

These Environmental Procedures apply to GSA employees, suppliers, contractors and others who perform work authorized by GSA.

3.0 Forms Used

- Environmental Procedures Needs Assessments Form
 - This Form is also referred to as the Environmental Procedures Inventory and Gap Analysis Form; prior to 2008, the Form and Inventory were referred to as "Operational Controls"
- GSA Region 8 SEMS Environmental Procedure Form

4.0 Acronyms, Abbreviations and Definitions

<u>Abnormal Situations</u>: departure from normal, such as maintenance or emergency situations.

<u>Environmental Management Program (EMP) Plans</u>: lists tasks to achieve environmental and sustainability objectives and targets.

Environmental Procedures [Operational Controls]: processes and procedures for ensuring that operations and activities do not deviate from specified conditions and



Region 8 Sustainability & Environmental Management System

performance standards or violate regulatory compliance limits. Environmental Procedures include specific operating criteria or specifications for equipment maintenance, pollution control equipment and production processes that must be managed within specified parameters to achieve desired results. Examples of Environmental Procedures include standard operating procedures, manufacturer's operating instructions, signs/posters, permits and training manuals.

Environmental Risk: reasonable possibility of:

- Noncompliance with an applicable environmental statute, regulation, or permit condition,
- Nonconformance with the GSA Environmental Policy or Environmental Excellence Statement, and
- Financial liability due to a GSA Environmental Aspect.

<u>Gap Analysis</u>: a self-assessment process used to compare the current state and environmental management practices of a facility's EMS against a standard.

Normal Situations: expected or usual state, such as day-to-day operating conditions.

<u>Record</u>: document that furnishes objective evidence of activities performed or results achieved.

<u>Significant Environmental Aspect:</u> A significant environmental aspect is one that may produce a significant environmental impact.

5.0 Procedure

Rev: 06/29/2012

5.1 Evaluate Needs

- Determine the need for "Environmental Procedures" by identifying and assessing the Significant Environmental Aspects that affect the organization's operation, while being consistent with GSA's Environmental Policy, and objectives and targets.
- Document identified Significant Environmental Aspects on the *Significant Environmental Aspects Determination Form*. This form and its accompanying procedures are included in the System Procedure: *Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans*.
- Each activity with a significant environmental aspect undergoes the process depicted in Attachment A. This completed process produces a list of activities that require Environmental Procedures.

5.2 Complete the *Environmental Procedures Needs Assessments Form*: **Attachment B**.

• Create an Environmental Procedures Needs Assessments Form for each



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- Action Team. This form is also referred to as the *Environmental Procedures Inventory and Gap Analysis Form*.
- Enter the Significant Aspects on the Environmental Procedures Needs Assessments Form from the Significant Environmental Aspects Determination Form.
- Assess whether the Operating Conditions for the Significant Environmental Aspects are conducted as 'normal' day-to-day operations, 'abnormal' special circumstances or 'emergency' situations.
- Determine whether Documented Procedures or current compliance control measures already exist.
- Does the procedure apply to:
 - o Operations,
 - Maintenance and Preventative Maintenance and/or
 - o Inspections.
- Under Description/Monitoring Requirements list:
 - What needs to occur or needs to be accomplished,
 - Why this needs to occur and
 - What needs to be monitored?
- List the job position responsible for creating the assigned Environmental Procedure.
- List those who need to be trained.
- 5.3 Develop new or revise existing, *Environmental Procedures* [Attachment C]:
 - a) Environmental Procedures need to define:
 - WHO is responsible for carrying out the defined tasks? *Use job positions, do not use individual names.*
 - WHAT tasks are to be completed in sequential order?
 - WHEN tasks are to be performed?
 - HOW tasks are to be performed, including specific operating criteria or specifications?
 - b) Follow the "GSA Region 8 SEMS Environmental Procedure Form" outline in Attachment C.
 - c) Documented controls and procedures should be drafted in accordance with the following principles:
 - They are short and to the point.
 - The level of detail is such that operators with the minimum expected skill

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can perform the task.

- Any form(s) for recording the information, if required, are identified in the procedure.
- List numerical values and measurements, rather than descriptive limits.
- d) Draft Environmental Procedure(s) are provided to the people who are responsible for using them, for review and feedback. The procedures are revised, if necessary and then issued.
- e) Environmental Procedures can be developed as flowcharts. Flowcharts can be standalone documents or integrated into Environmental Procedures.

5.4 Communicate new or /revised Environmental Procedures:

- New/revised procedures are issued and communicated throughout the business
 or facility, via electronic means, training, the GSA SEMS website and other
 communication methods as applicable.
- Environmental Procedures are communicated to GSA Region 8 staff and contractors, to control Significant Environmental Aspects associated with their work.

5.5 Implement new/revised Environmental Procedures

- The SEMS Core Team, Environmental Program Managers, and GSA Property and Building Managers plan and coordinate training for implementation of new or revised Environmental Procedures
- The GSA Property and Building Managers assign the personnel and other resources necessary, to implement new/revised Environmental Procedures.
- The SEMS Core Team, Environmental Program Managers, GSA Property and Building Managers and Project Managers implement new procedures and establish monitoring and measuring practices, to demonstrate conformance to GSA's Environmental Policy, Objectives and Targets.
- Records generated from procedure implementation are maintained in accordance with the GSA Region 8 SEMS System Procedure Document: Document Control and Records Management and relevant Environmental Procedures.

5.6 Improve Environmental Procedures

- Environmental Procedures are reviewed to ensure their continued accuracy and effectiveness.
- Reviews of all Environmental Procedures by the SEMS Core team should be conducted annually, and when regulations or standards are revised.
- Environmental Procedures may be revised based on audit findings.

6.0 Records Management

- Completed Environmental Procedures Needs Assessments Forms
- Documentation recording dates of reviews and persons conducting those reviews
- Documentation confirming the dissemination of updates per 5.4.

7.0 References

- GSA Region 8 SEMS System Procedure Document: Document Control and Records Management
- GSA Region 8 SEMS System Procedure Document: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans
- ISO 14001:2004, "Environmental management systems -- Requirements with guidance for use"
 - subclause 4.4.6 and A.4.6 "Operational control"

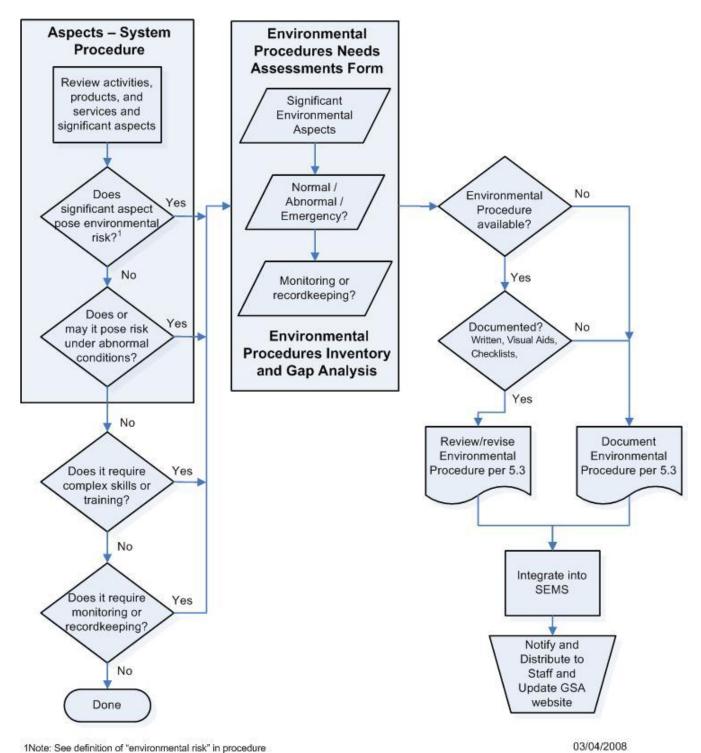
8.0 Appendices

Attachment A: Environmental Procedures Needs Assessment flowchart Attachment B: Environmental Procedures Needs Assessments Form Attachment C: GSA Region 8 SEMS Environmental Procedure Form

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09/02/2004	Original	GSA Central Office, GSA DFC, et.al.		
06/15/2007	Update	Erik Petrovskis		
09/13/2007	Update - Site Specific	Robert Melvin, Sue Grant		
	Information added			
10/30/2007	Update - Site Specific	Robert Melvin, Sue Grant		
	Information [response to audit]			
03/04/2008	Expand on "Gap Analysis"	Robert Melvin		
03/10/2008	03/06/2008 Review comments	Robert Melvin		
	[Erik Petrovskis, Ph.D, P.E]			
01/25/2010	Update	Robert Melvin		
06/29.2012	Minor edits, added flowcharts,	Erik Petrovskis		
	revised responsibilties			

Attachment A: Environmental Procedures Needs Assessment Flowchart



Attachment B: Environmental Procedures Needs Assessments Form

ENVIRONMENTAL PRORAM: _____

		Documen	ted Procedure A	vailable?			
Activities - Significant Aspect	Operating Condition	Operations	Preventative Maintenance	Inspection	Description/ Monitoring Requirements	Assigned	Trainees
Significant rispect	Condition	Ореганопо	1.1amconunce	mspection	roquionono	1 issigned	Tanicos
Copy Significant Aspect from the Significant Environmental Aspects Determination Form	Normal, Abnormal or Emergency	Yes, No or Not Applicable	Yes, No or Not Applicable	Yes, No or Not Applicable	Examples: What needs to occur? What needs to be done? Why? What needs to be monitored?	Who is responsible?	Who needs to be trained?

A self-assessment process is used to compare the current state and environmental management practices of a facility's SEMS against a standard. This is called a "Gap Analysis".

The analysis looks at Significant Environmental Aspects [ref: GSA Region 8 SEMS Procedure Document: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans] associated with one's Business Activities and Functions.

Examples of Business Activities and Functions: Accounting/Finance, EH&S (Environment, Health & Safety), Facilities Engineering, Human Resources, Maintenance, Product Design, Production, Public Relations, Purchasing, Quality Control, Research and Development, Sales/Marketing, Shipping and Receiving (Transportation and Logistics), Storage/Inventory.

Questions are asked to assess the state and environmental management practices of a facility's SEMS. Standard questions include:

Do you identify your significant environmental aspects?	Have you established environmental procedures related to the significant environmental
Do you identify the legal requirements pertinent to your environmental aspects?	aspects identified?
Have you set environmental objectives and targets?	Do you have an emergency plan?
Do you identify alternative products that have less of an impact on the environment?	Do you measure and monitor your environmental performance?
Are representatives from all appropriate departments included in the SEMS process?	Do you have a process for ensuring compliance?
Have roles and responsibilities of your employees in the SEMS been defined?	Do you audit your SEMS?
Have training needs been identified?	Do you take corrective action when you find a "non-conformance" in your compliance or
Do you communicate adequately internally and externally about your ESMS?	SEMS audits?
Are you documenting the key features of your SEMS?	

Examples of Activities and Significant Environmental Aspects:

	Activities -	
Action Team	Significant Aspect	
Air Emissions	Building Construction	
The Emissions	- Fugitive Dust	
	Building Demolition	
	- Asbestos Releases	
	- Lead Dust Generation	
	Building Design & Specification - Noise	
	Commuter Vehicles - Air Emissions	
	Facility O&M	
	- Air Emissions	
	- Asbestos releases	
	HVAC	
	- Air Emissions	
	Property Site Acquisition	
	- Asbestos releases	
	Repair & Alteration	
	- Asbestos releases	
	- PCB Releases	
Construction	Building Demolition - Hazardous	
/Demo Waste	materials (Heavy metals in paint)	
	Building Design & Specification	
	- Building Material Use	
	- Waste Generation	
	- Hazardous material management	
	Repair & Alteration	
	- Building Materials Use	
	- Hazardous materials	
	(Heavy metals in paint) - PCB management	
	- I CD management	
Energy Usage	Building Design & Specification	
6,	- Energy Use	
	Concessions	
	- Energy Use	
	Facility O&M	
	- Energy Use	
	Office Use	
	- Energy Use	
	Utility Purchases	
	- Energy Use - Natural Resources Use	
Green Building	Building Design & Specification	
Maintenance	- Building Material Use	
	- Hazardous Material Use	
	- Hazardous Waste Generation	
	Tuzardous waste Generation	
L		

	Activities -
Action Team	Significant Aspect
Green Building	Building Design & Specification
Maintenance	- Natural Resource Use
	- Sanitary sewer discharge
	Childcare Center - Lead-based paint
	Concessions - Solid Waste
	Facility Cleaning - Chemical Use
	Facility O&M
	- Asbestos releases
	- Cooling Tower Discharge
	- Hazardous Material Use
	(Lead-based paint)
	- PCB Releases
	- Solid Waste
	- Universal waste
	Grounds Maintenance
	- Chemical Use
	Hazardous Materials Management
	- Chemical Use
	- Spills
	Leasing - Lead-based Paint
	Purchasing
	- Building Material Use
	- Chemical Use
	Repair & Alterations
a:	- Building Materials Use
Site Remediation	Building Construction
Remediation	- Spills
	Building Demolition - Surface/Subsurface Contamination
	Building Design & Specification
	- Land Use Change
	Commuter Parking
	- Spills
	Facility O&M
	- Hazardous waste generation
	- PCB Releases
	- Surface/ subsurface contamination
	- Wildlife Control
	Grounds Maintenance
	- Surface/subsurface contamination

Examples of Activities and Significant Environmental Aspects (cont.):

	Activities -
Action Team	Significant Aspect
Site	Hazardous Materials Management
Remediation	- Spills
	IDW - Building Material Use
	Leasing - Hazardous Material Use
	Property Disposal
	- Land Use Change
	- Surface Contamination
	Site Remediation
	- Chemical Use
	- Energy Use
	- Fugitive Dust
	- Hazardous Waste Generation (IDW)
	- Land Use Change
	- Solid waste
	- Stormwater
	- Surface/ Subsurface Contamination
	- Wildlife Control
	Storage Tanks
_	- Spills
Stormwater	Building Construction
Management	- Surface Storm water discharge Building Demolition
	- Surface/Storm water discharge
	Building Design & Specification
	- Surface/Storm water discharge
	Commuter Parking
	- Spills
	Commuter Parking
	- Surface Storm Water Discharge
	Facility O&M - Spills
	- Surface/Storm water discharge
	Grounds Maintenance - Spills
	- Surface / Storm water discharge
	- Wildlife Control
	Landscana Dasign
	Landscape Design - Chemical Use
	Chemical Osc

	Activities -
Action Team	Significant Aspect
Stormwater	Landscape Design
Management	- Surface Contamination
	- Surface / Storm water discharge
	- Wildlife control
	Property Disposal
	- Wildlife control
	Site Remediation
	- Surface/Storm water discharge
	Storage Tanks
	- Spills
	Storm Water Permit
	- Land Use Change
	- Spills (Management) - Surface Contamination
	- Surface/Storm water discharge
Waste Stream	Building Demolition
	- Solid Waste
	- Hazardous Waste
	Facility O&M - Solid Waste
	- Universal waste
	Property Disposal
	- Lead-based paint
	Repair & Alteration - Hazardous Waste
	- Solid Waste
	- Solid Waste
Water Usage	Building Design & Specification
	- Water Consumption
	Concessions
	- Sanitary Sewer Discharge
	Drinking Water
	- Water Quality
	Facility Cleaning
	- Sanitary Sewer Discharge
	Facility O&M
	- Wastewater Discharge
	- Water Consumption
	1
	Grounds Maintenance
	- Water Consumption
	Landscape Design
	- Water Consumption
	Utility Purchases
	- Water Consumption



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Attachment C: GSA Region 8 SEMS Environmental Procedure Form



TITLE OF GSA Region 8 SEMS Environmental Procedure

Region 8 Sustainability & Environmental Management System

Purpose: What is the reason for this procedure? The intent or use.

Scope: The extent, impact or influence of the activity in which this procedure addresses.

2.0 Activities & Departments Affected

List those activities and departments that are impacted by this Environmental Procedure or the Significant Environmental Aspect that created this Environmental Procedure.

3.0 Exclusions

List business activities that are exempt from the requirements of the particular Environmental Procedure. Include an explanation.

4.0 Forms Used & Permits Required

Federal and State Forms and Permits: Forms and Permits required by the State or Federal government.
In-house and Contractor Forms: Forms created in-house to track and document procedural
requirements and measurements.

5.0 Acronyms, Abbreviations, and Definitions

List all Acronyms and Abbreviations. Define unique words that the reader may not be familiar with.

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]: List any special requirements

Standardized Procedure:

The steps contained in an Environmental Procedure that are necessary for compliance.

7.0 Records Management

List documents that must be managed.

8.0 References

List literary sources where the information came from, e.g. state, federal and local regulations, standards and policies.

9.0 Appendices

Attachments: Forms, flowcharts and lists

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Rev. 01/25/2010 [of Procedure update]

Page 1 of 1

GSA R8 SEMS Environmental Procedure



EMERGENCY PREPAREDNESS AND RESPONSE

Region 8 Sustainability & Environmental Management System

SYSTEM PROCEDURE	Last Revision Date: 06/29/2012
Title: Emergency Preparedness and Response	File Name: 10 Emergency Prep & Resp "Month-Date Year".doc

1.0 Purpose

This System Procedure addresses creating and revising a Sustainability & Environmental Management System (SEMS) Emergency Preparedness and Response Plan. This Plan identifies and mitigates potential emergencies that may have an impact on the environment. The Plan needs to address:

- Identifying potential and actual emergency situations and accidents that can have an impact on the environment,
- Responding to potential and actual emergency situations and accidents,
- Preventing or mitigate adverse environmental impacts from potential and actual emergency situations and accidents, and
- Periodically testing and reviewing emergency preparedness and response procedures.

2.0 Scope

The scope of this System Procedure creation of an SEMS Emergency Preparedness and Response Plan. This Plan is not intended to duplicate existing plans in use by the GSA in Region 8, but instead to guide the user as to where existing plans are stored and whom to contact. This System Procedure applies to the SEMS Project Team who creates and updates the Plan. The Plan applies to all of GSA staff and their contractors.

3.0 Forms Used

No forms are generated; an SEMS Emergency Preparedness & Response Plan is prepared.

4.0 Acronyms, Abbreviations and Definitions

<u>Federal Protective Service (FPS)</u>: The branch of the Department of Homeland Security (DHS) Immigration and Customs Enforcement (ICE) that is responsible for protecting and securing Federally-owned and -leased buildings, properties and other federal assets.

<u>Hazardous Material</u>: A material that is harmful to human health or the environment.

<u>Mega Centers</u>: Control centers for the Department of Homeland Security's Federal Protective Service that helps provide for the security and protection of federally owned and leased facilities.

Occupant Emergency Plans (OEP): Provides instruction to all building occupants in preparing for emergencies, including safe evacuation of the building or Shelter-In-Place (SIP). OEPs are prepared by the agency that physically occupies the building and an





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abbreviated OEP [GSA Form 3415] is submitted to FPS. Either an OEP or an Emergency Action Plan (EAP) is required for virtually all government facilities

Release: Any spill, leak, discharge or emission of a hazardous material into the environment.

Spill: The release of a hazardous material.

5.0 Procedure

- 5.1 Review the activities and significant environmental aspects derived from the site assessment of the facility to determine where emergencies may impact the environment; "GSA Region 8 SEMS System Procedure Document: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans".
- 5.2 Locate active emergency response plans that apply to GSA in Region 8. Evaluate the emergency response to incidents that impact the environment.

All government buildings maintain an Occupant Emergency Plan (OEP) as per 41CFR § 102–74.230. An OEP provides detailed instruction on what to do in the event of an emergency within that given building. Each lead government agency of a building is responsible for creating and implementing an OEP for each building that they physically occupy. GSA maintains OEP's for buildings in which GSA is the lead agency. GSA works with Federal Protective Service (FPS) in the event of an incident, in which GSA either owns or leases the property. GSA may assist other agencies, if asked.

- 5.3 The GSA SEMS Core Team develops an Emergency Preparedness & Response Plan. This plan is not intended to duplicate existing plans, but instead guides the user as to where to find the existing emergency response plans and whom to contact. The purpose of this Plan is to identify and mitigate potential emergencies that may have an impact on the environment. ISO 14001:2004 presents a list of what is referred to as "Considerations" in Annex 4.7. This list presents what needs to be taken into consideration and incorporated into Emergency preparedness and response plans and must suit the particular needs of GSA (Attachment A).
- 5.4 In the event of an emergency that impacts the environment, follow the instructions in the SEMS Emergency Preparedness and Response Plan.
- 5.5 Where practicable, test Emergency Response Plans annually, if an actual emergency or accident with a potential environmental impact has not occurred. Document the test.
- 5.6 Review the Plan's adequacy after an incident or at least annually. Make

EMERGENCY PREPAREDNESS AND RESPONSE

Region 8 Sustainability & Environmental Management System

corrections as necessary.

6.0 Records Management

Records maintained under the SEMS will pertain to incidents that impacted the environment. These records will document:

- Spills
- Sanitary and storm water discharges
- Reviews of emergencies or tests

7.0 References

- Code of Federal Regulations, 41 CFR Part 102-74, Public Contracts and Property Management-Facility Management; .230 through .260 Occupant Emergency Program
- GSA Occupant Emergency Program Guide, March 2002
- GSA Region 8 SEMS Emergency Preparedness and Response Plan
- GSA Region 8 SEMS System Procedure Document: Environmental Aspects, Objectives & Targets, and Environmental Management Program Plans
- ISO 14001:2004, "Environmental management systems Requirements with guidance for use"
 - o subclause 4.4.7 and A.4.7 "Emergency Preparedness & Response"

8.0 Appendices

Attachment A: *Emergency Plan Requirements*

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09/04/2004	Original	GSA Central Office, GSA DFC, et.al.			
06/15/2007	Update	Erik Petrovskis			
01/18/2008	Update – Site Specific	Robert Melvin [addressed and incorporated Erik			
	Information [response to audit]	Petrovskis, Ph.D, P.E. review comments]			
03/10/2008	Format update	Robert Melvin			
06/29/2012	Minor edits	Erik Petrovskis			



EMERGENCY PREPAREDNESS AND RESPONSE

Region 8 Sustainability & Environmental Management System

Attachment A: Emergency Plan Requirements

Em	ergency Plan Requirements	Information is Located	
a)	The nature of on-site hazards, e.g. flammable liquids, storage tanks and compressed gases, and measures to be taken in the event of spillages or accidental releases,	This information is provided in existing Emergency Response	
b)	The most likely type and scale of an emergency situation or accident,	Plans (i.e. National Response Plan, OEPs) prepared by FPS, GSA and other government agencies, and maintained and	
c)	The most appropriate method(s) for responding to an accident or emergency situation,		
d)	Internal and external communication plans,	implemented through the Mega Center. Refer to the SEMS	
e)	The action(s) required to minimize environmental damage,	Emergency Preparedness and Response Plan for where this	
f)	Mitigation and response action(s) to be taken for different types of accident or emergency situation,	information can be found.	
g)	The need for a process(es) for post-accident evaluation to establish and implement corrective and preventive actions,		
h)	Periodic testing of emergency response procedure(s),		
i)	Training of emergency response personnel,		
j)	A list of key personnel and aid agencies, including contact details (e.g. fire department, spillage clean-up services),		
k)	Evacuation routes and assembly points,		
1)	The potential for an emergency situation(s) or accident(s) at a nearby facility (e.g. plant, road, railway line), and		
m)	The possibility of mutual assistance from neighboring organizations.		

Source: ISO 14001:2004, A.4.7 Emergency preparedness and response